

Attachment 3 DRMS Affirmative Procurement Program Justification for Waiver

1. Instructions.

Any decision not to procure an EPA designated item meeting the Recovered Materials Advisory Notice (RMAN) shall be justified in writing and approved via a waiver.

- a. This form is to be completed by the procurement originator, IMPAC card holder, and/or the contracting officer as appropriate, when items subject to affirmative procurement requirements **are not** procured.
- b. The procurement originator, IMPAC cardholder, and/or contracting officer must provide appropriate justification including a written explanation.
- c. The procurement originator, IMPAC cardholder, and/or contracting officer must sign and date this form.
- d. For purchases above the FAR micro purchase level, the DRMS Commander must approve a waiver request. The procurement originator and/or contracting officer will coordinate the waiver request with DRMS-LH.
- e. Waivers associated with IMPAC card purchases and other purchases below the FAR micro-purchase level will be approved by DRMS-LH (DRMS Pollution Prevention Coordinator). IMPAC purchase waiver requests shall be submitted to DRMS-TRB who will coordinate the waiver approval request with DRMS-LH. A record of the approved waiver must be maintained by the IMPAC card holder and DRMS-TRB.

2. Waiver Item.

Specify Item for which waiver is being requested (e.g., toners, copy paper, non-paper office product).

ITEM: _____

NSN: _____

QUANTITY: _____

PROCUREMENT REQUEST NO. _____

3. Waiver Request Justification Category.

- ☐ A designated item made of recycled material meeting the EPA recycled material content requirements is not available competitively.
- ☐ A designated item made of recycled material meeting the EPA recycled material content is not available within a reasonable time frame.
- ☐ A designated item made of recycled material does not meet appropriate performance standards.
- ☐ A designated item made of recycled material meeting the EPA recycled material content is only available at an unreasonable price.

4. Written Justification.

Written justification for not purchasing designated items containing recovered material:

5. Signature of Waiver Requester.

Contracting Officer/Purchase Cardholder: _____

Date: _____

6. Waiver Approval.

☐ Pollution Prevention Coordinator
(DRMS-LH): _____

☐ Approve

☐ Disapprove

Date: _____

☐ DRMS Commander: _____

☐ Approve

☐ Disapprove

Date: _____